General Fund Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Vendor Training for Quantity Based Contracts

Last Updated 1 June 2017





Vendor Training Topics

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•	Vendor System Requirements	{Slide # 4}
•	WAWF/SUS Log On Instructions	{Slide # 5}
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	 Acknowledge Award or Modification Create Advance Shipping Notification (ASN) Create E-Invoice 	
•	Verify Documents Posted	{Slide # 27}
•	Check Payment Status	{Slide # 30}
-		
•	Printing or Saving SUS Documents	{Slide # 31}
•	Printing or Saving SUS Documents Create Credit Memo to Cancel Invoice	
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What is Supplier Self-Services (SUS)?

• SUS is a Vendor Portal

Maintains WAWF as the single face to industry for DoD invoicing

- User ID management and secure provisioning by CAGE remains in WAWF
- Seamlessly logs vendor into SUS based on assigned Pay Office
- "One-Stop" interface developed by WAWF
- Summary data updated in WAWF for a consolidated view for all of DoD

- Utilizes standard GFEBS functionality

Improves Army end-to-end visibility and auditability

- Defaults GFEBS PO obligation data to the vendor

- Pre-populates vendor invoice data with pre-validated GFEBS data
 - o Allows for identification of errors early in the process
 - Vendors to validate PO accurately reflects contract terms immediately after award
 - o Vendor input restricted to prevent conflict with contract
 - i.e., can input Quantity, but cannot change fields like Unit of Measure or Unit Price
- Provides vendor integrated visibility of open amount and real-time invoice processing status
- Prevents delay in acceptance posting in GFEBS
- Eliminates manual intervention to improve auditability
- Reduces interest penalties

Vendor System Requirements

- Internet Access
- Must use Internet Explorer 🥔
 - Under <a>Image: Or Tools, select Compatibility View Settings
 - Add "Army.mil"
 - Close all sessions of Internet Explorer and re-open to re-initialize
- WAWF user id
 - Ensure id used is assigned to CAGE code for SUS contract award
 - If you are a new user, please navigate to the following website to establish a new vendor account
 - <u>https://wawf.eb.mil/</u> or call 1-866-618-5988
 - Pay Office on contract is assigned HQ0678 for Army GFEBS SUS
 - Will route user from WAWF to GFEBS SUS vendor portal

WAWF/SUS Log On Instructions



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WARNING!

Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

Accept

Steps 1-11 are same for normal WAWF login to complete invoice entry

Log into WAWF as normal by clicking the "Accept" button ①

NOTE: WAWF is the official DoD system point of entry to industry for submitting invoices. WAWF will direct user to SUS in step 12.

6



WideAreaWorkFlow C-Business Suite 5.7.3

Register 🖌

Help/Training 🚈

Certificate Login
Certificate Login
User ID Login
User ID TESTVENDOR2
Password
•••••
Login Forgot your User ID? Forgot your Password?

RAP

EDA

myInvoice

System Messages (2015-08-27 00:00:00) System: All Subject: WAWF Training Action Required! Critical! Message For: All Users The WAWF training site is now available. Please now use the regular training site https://wawftraining.eb.mil (2015-07-17 00:00:00) System: All Subject: CORT Tool Message For: All Users The Army migration to the CORT Tool has been delayed. The PMO will be deactivating the Army structure on 7/17/2015. Army CORT Tool users should delay their registration/request for access until after Oct 1, 2015. In the instance that immediate access is required prior to Oct 1, 2015 please call the WAWF Help Desk at 1 866 618-5988. Your contact information will be provided to the CORT PMO for consideration to approve access under OSD. (2015-06-08 00:00:00) System: All Subject: WAWF eBusiness Suite Assistance Action Required! Message For: All Users For assistance with the WAWF e-Business Suite, refer to 'Government Customer NCCS

eMIPF

MRS

Enter WAWF user ID and password and click "Login" (2) Management of allowed WAWF users remains with WAWF administrator If you are a new user and need a User ID and password, see slide #4 for instructions.

IUID

CORT

TOOL

Contract

Closeout

WideAreaWorkFlow

e-Business Suite 5.7.3



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User Security -

Welcome to Wide Area Work Flow e-Business Suite



Electronic Document Access

System Messages



LUser ID:

T-mannes	or Documentica	tion Lookup	Exit
Create	e Document	3	
Histor	ry Folder		Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)
	ted Receiving rts Folder		This application was formerly known as Wide Area Workflow (WAWF). Please start by selecting one of the links from the menu above.
Reject Folder	ted Invoices		
Corre	ction Required		
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IRAPT (formerly WAWF)				
Vendor - Create Document Contract Info				
CAGE Code / DUNS / DUNS+4 / Ext.* Contractual?* * XXXXXXXXXXXXX	Contract Number Type DoD Contract (FAR)	Contract Number* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Delivery Order	From Template? *
Pre-Populate Contract Number/Delivery Order	Issue/Submitted Date	Issue/Submitted Date End	Populate From EDA IRAPT	
NOTE: You must either enter a Contract Number or select one fro	m the search results			
(9)				
Next Reset Help				

Vendor CAGE / DUNS number (5) defaults from logon, verify matches award Auto-populated after contract # entered (6), enter contract number (7) and delivery order (*if applicable for A or D contracts*) (8). Select "**Next**" (9)

RAPT (fe	ormerly WA	WF)								
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Contract >> Pa	y DoDAAC									
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Contractual	Reference Procure Identifier	ement	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
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NEW SCREEN

IRAPT (fe	ormerly WAWF)								
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Vendor - Cr	eate Document								
Contract >> Pa	ay DoDAAC								
Contractual	Reference Procurement Identifier	Contract Number Type	Contract Number	Delivery Order	CAGE	DUNS	DUNS + 4	Extension	Pay Official *
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Next Previo	ous Reset Help								

Select "Open GFEBSP2P in new window" 12

You are being re-directed to SUS Application

Standard Mandatory DoD Notice and Consent Banner

Dated/Effective:May9,2008

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OMB CONTROL NUMBER: 0702-0126

OMB EXPIRATION DATE: xx/xx/xxxx

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The public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directora

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to ASA (FM&C), Attn: Mr. Roger A. Pillar, 2521 S.

Clark St., Suite 7159, Arlington, VA 22202.

Press "OK" if you agree. Press "Cancel" if you disagree.



Read notice and select "OK" 13 to be directed to SUS

SUS Screen Shot Instructions

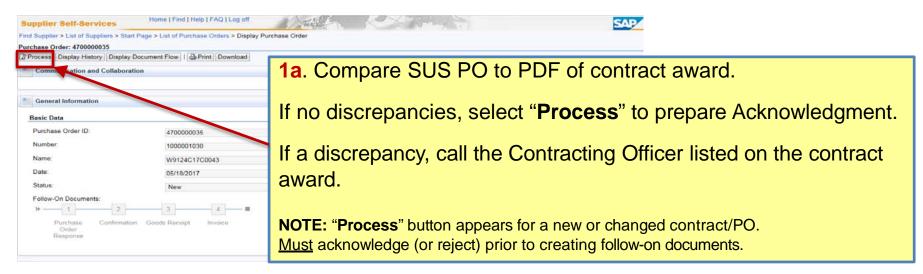
3 Steps to Submit Invoice in SUS for Quantity Based

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	Partner Information									
	Partner	Number	Name	Street	House Number P	ostCode	City Telephone	Fax	E-mail	

SUS Pilot prepopulates contract information enabling faster payment to vendor

Step 1a. PO Acknowledgment

- Contract number entered in WAWF (*step #7, slide 8*) will auto-direct user to the associated SUS Purchase Order (PO) document.
- PO data is replicated from Army GFEBS (accounting and entitlement system) to SUS for vendor to confirm goods delivered or services performed & create invoice.



Basic (or header) data shown above comes from awarded contract

Step 1b. PO Acknowledgment

• Review PO CLIN data to make sure amount matches award

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Step 1c. PO Acknowledgment

House Number

PostCode

31905

City

Columbus

Telephone

Fax

E-mail

Number

259

Name

UNITED STATE ...

Fort Benning

Street

Fort Benning

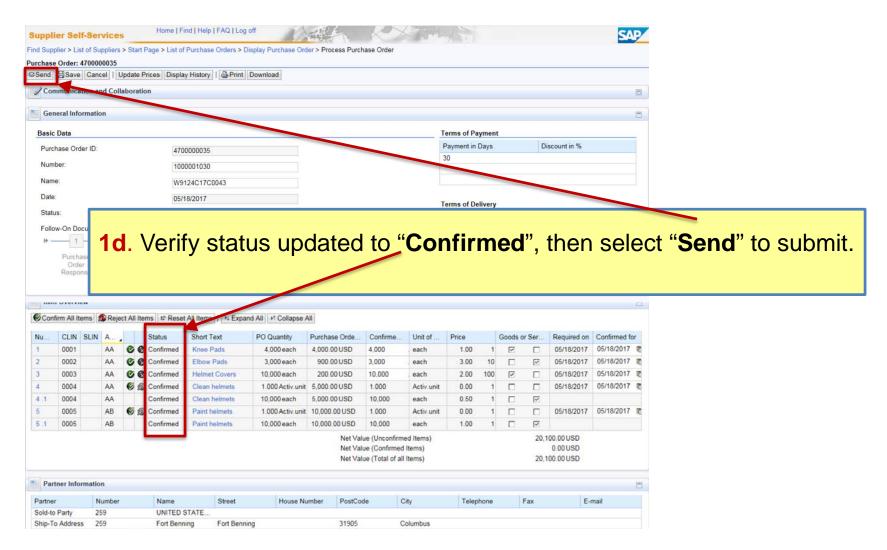
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Step 1d. PO Acknowledgment



Step 2a. Create ASN for Quantity

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Follow-On Documents:		3 4 4	- 8										
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Image: Weight of the second	nation Glods	s Receipt Invoice	— ■ P0 Quantity	Purchase Order V				ands o	r Sarv			2	
Image: Purchase Order Response Confirm Item Overview		Short Text	PO Quantity 4.000 each	Purchase Order V	Confirmed Qu 4.000 each	Price	1	Goods or		Required on	Confirmed	2	
Image: Hermitian Confirm Purchase Order Response Item Overview Item Collapse All Num CLIN SLIN AC	nation Grods	s Receipt Invoice	PO Quantity 4,000 each 3,000 each		Confirmed Qu			Goods or	r Serv			2	
Image: Weight of the second	Status Confirmed	Short Text Knee Pare	4,000 each	4,000.00 USD	Confirmed Qu 4,000 each	Price 1.00	1	R		Required on 05/18/2017	Confirmed 05/18/2017		
Image: Confirm Confirm Response Confirm Confir	Status Confirmed	Short Text Knee Pay Elbow Pad	4,000 each 3,000 each	4,000.00 USD 900.00 USD	Confirmed Qu 4,000 each 3,000 each	Price 1.00 3.00 2.00	1 10	2 []		Required on 05/18/2017 05/18/2017	Confirmed 05/18/2017 05/18/2017		
Image: Confirm Confirm Response Confirm Confir	Status Confirmed Confirmed Confirmed	Short Text Knee Pas Elbow Pads Helmet Cover	4,000 each 3,000 each 10,000 each	4,000.00 USD 900.00 USD 200.00 USD	Confirmed Qu 4,000 each 3,000 each 10,000 each	Price 1.00 3.00 2.00	1 10 100	<u>ک</u> ا		Required on 05/18/2017 05/18/2017 05/18/2017	Confirmed 05/18/2017 05/18/2017 05/18/2017		
Image: Confirm Confirm Confirm Confirm Response Confirm Confir	Status Confirmed Confirmed Confirmed	Short Pext Knee Past Elbow Past Helmet Cover Clean helmets	4,000 each 3,000 each 10,000 each 1.000 Activ.unit 10,000 each	4,000.00 USD 900.00 USD 200.00 USD 5,000.00 USD	Confirmed Qu 4,000 each 3,000 each 10,000 each 1.000 Activ.unit	Price 1.00 3.00 2.00 0.00 0.50	1 10 100 0	2 2 2 2		Required on 05/18/2017 05/18/2017 05/18/2017	Confirmed 05/18/2017 05/18/2017 05/18/2017		
Image: Confirm Confirm Confirm Confirm Response Confirm Confir	Status Confirmed Confirmed Confirmed Confirmed	Short Pext Knee Past Elbow Pads Helmet Cover Clean helmets Clean helmets	4,000 each 3,000 each 10,000 each 1.000 Activ.unit 10,000 each	4,000.00 USD 900.00 USD 200.00 USD 5,000.00 USD 5,000.00 USD	Confirmed Qu 4,000 each 3,000 each 10,000 each 1.000 Activ.unit 10,000 each	Price 1.00 3.00 2.00 0.00 0.50	1 10 100 0 1	2 2 2 2	8 0 0	Required on 05/18/2017 05/18/2017 05/18/2017 05/18/2017	Confirmed 05/18/2017 05/18/2017 05/18/2017 05/18/2017		

2a. Next step, select "**Create ASN**" (Advanced Shipping Notification). This action creates document similar to WAWF Receiving Report.

f page

Step 2b. Create ASN for Quantity

upplie	r Self-S	ervices		Home Find Help FA	Q Log off	1 million	K	1				SA
nd Supplie	er > List of	Suppliers >	Start Pa	ge > List of Purchase Or	ders > Display Purchas	se Order > Process ASN						
play AS	N: 300000	0900										
Goods D	elivered to	Recipient	Save	XCancel BPrint	Download							
Gene	ral Informa	ation										
Basic D)ata					Deliver	y Information	n				
Number	t.		3000	000900	1	Delivery	Date (Expec	ted):	05/18/2017	08:00	1	
Name:			W912	24C17C0043		Shippin	g Date:		05/18/2017	08:00	Ç	
Date:			05/18	/2017		Means	of Transport:		ſ	Y		
Status:			Creat	ted		Transpo	ort ID Code:					
												ez.
Period	of Performa	ance from D	Date			Period	of Performanc	to Date				
				10			/			lī d		
Item (Overview									·		
elect All	Deselect	t All Propo	ose Outst	anding Quantities								
lumber	CLIN	SLIN	ACRN	Description	Quantity	Unit of Measure	Goods or	Service	Purchase Order	Purchase Order		Item Selection
10	0001		AA	Knee Pads	0	each			470000035	20	Û	
20	0002		AA	Elbow Pads	0	each		\square	470000035	30	Û	
30	0003		AA	Helmet Covers	0	each			470000035	50	Î	

2b. Enter the Delivery Information for any Goods CLINS delivered Delivery Date required and/or

enter <u>Period of Performance (to and from) dates of any Service</u> CLINS provided using the calendar drop down.

Period of Performance dates will populate automatically in the Bill of Lading field.

Step 2c/d. Create ASN for Quantity

				Hame Find Hala	AO II on off		1 2 3 5 7	. Create					_
Supplie	er Self-	Service	s	Home Find Help I	AQ LOG OT		No X		1 2 1 2 2 1			SAF	7
Find Suppl	lier > List d	of Suppliers	> Start F	Page > List of Purchase (Orders > Display Purchas	e Order > Process ASN							
Display A	SN: 30000	00900											
Goods	Delivered t	to Recipien	t 🔚 Sav	e XCancel DPrint	Download								
ene	eral Inform	nation										8	-
Basic	Data					Deliver	y Information						
Numbe	er:		300	0000900		Delivery	Date (Expected	d):	05/18/2017	08	:00		
Name:			W9	124C17C0043		Shipping	g Date:		05/18/2017	08	00		
Date:			05/	18/2017		Means	of Transport:			~			
Status:	8		Cre	ated			rt ID Code:						
						Bill of La	ading:						
	C)ntion:	lf vou	are unsure of	quantity remain	ning on the CLI	N						
		-	-				•,					2	
Feriod	second and				n "Propose O			to Date	9				
	C)uantit	ioc" k	outton to dofou	It the Open am	ount.				E1 2			
		, aan iere	ies r	Julion to delau	it the open and	o on rei				40			
		Coloriteite	ies i										
= Item	o Overview									40			
	o Overview	V		standing Quantities						~		<u>r</u>	
	Overview	V			Quantity	Unit of Measure	Goods or Set	rvice	Purchase Order	Purchase Order		Item Selection	
Se ect A	Overview	ect All Pro	pose Out	standing Quantities				rvice	Purchase Order 470000035		1		
Se ect A	Overview All Desele r CLIN	ect All Pro	ACRN	standing Quantities	Quantity	Unit of Measure				Purchase Order	Î	Item Selection	

2c. Enter Quantity delivered.

In "**Quantity**" field, enter the **<u>quantity</u>** of goods shipped or service(s) performed if awarded as Months, Hours, etc.

2d. Check entries and select "Goods Delivered to Recipient" to send the document to acceptor.

NOTE:

- **DO NOT** change the defaulted 300000* Number.
- If you select "SAVE", document is **NOT** sent to assigned acceptor, but saved in SUS for later submission or cancellation.
- Acceptor will be notified via email the following morning.
- If you are required to send acceptor attachments, you must send an email with attachments directly to acceptor listed on contract

Step 3a. Create E-Invoice

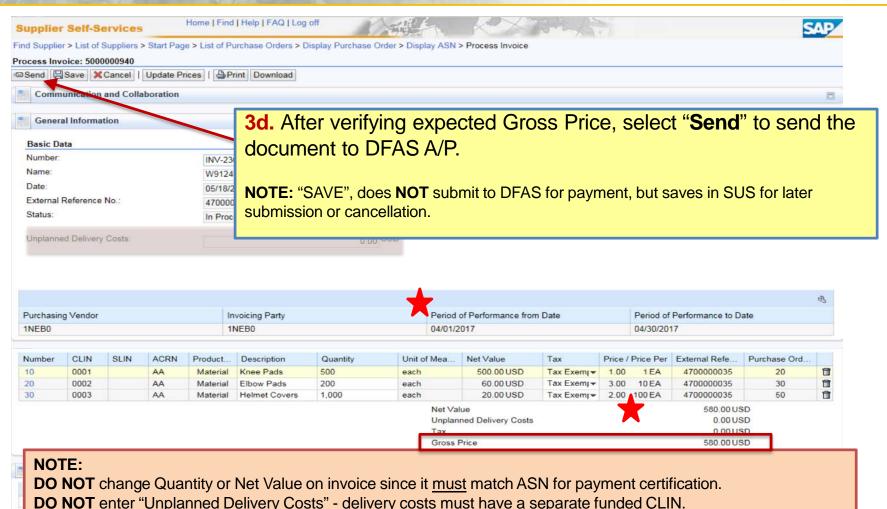
Supplier Self-Service	Home Find Help FAQ Lo	Verify	message sho	own at t	he to	p of pag	е
	een adopted successfully	Display Purcha indica	tes a success	sful post	ting.		
Display ASN: 3000000900							
X Cancel Create Invoice	Copy Display Document Flow BPrin	t Download NOTE:	Yellow warning m	essages c	an be	ignored.	
General Information							
Basic Data			Delivery Information				
Number:	300000900		Delivery Date (Expected):	05/18/2017		08:00	
Name:	W9124C17C0043		Shipping Date:	05/18/2017		08:00	
Date:	05/18/2017		Means of Transport:		~		
Status:	Sent		Transport ID Code:				
		· · · · · · · · · · · · · · · · · · ·	Bill of Lading:	01APR2017	30APR201	7	
		1	Service line PoP da	tes auto-po	pulated		Ł
Period of Performance from	Date		Period of Performance to Date				
04/01/2017			04/30/2017				
Item Overview							-
Number CLIN SLI	N ACRN Product Descriptio	n	Quantity	Goods	or Service	Purchase Order	Purchase Order
10 0001	AA Knee Pad	s	500	each 🔽		4700000035	20
20 Novt	top coloct "Croat	o Invoico"	200	each 🗆		470000035	30
Ja. Next S	step, select "Creat		1,000	each 🗹		470000035	50
Partner Information							

ALERT
Invoice data is defaulted from the submitted ASN. DO NOT change Quantity or Net Value on invoice because it must match ASN for payment certification.
If incorrect, select " Cancel " before sending invoice, then go back and " Cancel ASN ". Create a new ASN for the corrected quantity delivered, then submit a matching invoice.

Step 3b/c. Create E-Invoice

Home | Find | Help | FAQ | Log off SAD Supplier Self-Services Find Supplier > List of Suppliers > Start Page > List of Purchase Orders > Display Purchase Order > Display ASN > Process Invoice Process Invoice: 5000000940 Send Save Cancel | Update Prices | Save Download **3b.** A system generated sequential **Communication and Collaboration** Number is assigned to the invoice. **General Information** E x **Optional:** You may change the defaulted sequential **Basic Data** Number Number to your internal vendor reference number to 500000940 INV-236742 Name: W9124C17C0043 help you recognize your payment. The Number will be Date: 05/18/2017 on the payment addenda record. Number must be External Reference No. 4700000035 Status In Process unique, so suggest to begin with your 5 digit vendor CAGE code. Unplanned Delivery Costs: 0.00 ð, Purchasing Vendor Invoicing Party Period of Performance from Date Period of Performance to Date 1NEB0 1NEB0 04/01/2017 04/30/2017 **Item Overview** - × CLIN SLIN ACRN Quantity Unit of Mea... Net Value Price / Price Per External Refe. Purchase Ord Number Product. Description Tax 10 0001 AA Material Knee Pads 500 each 500.00 USD Tax Exemp-1.00 1EA 470000035 20 Î 20 0002 AA 200 60.00 USD 3.00 470000035 30 Û Material Elbow Pads each Tax Exempt 10 EA 30 0003 AA 1,000 20.00 USD 2.00 100 EA 470000035 50 Û Material Helmet Covers each Tax Exemp-Net Value 580.00 USD **Unplanned Delivery Costs** 0.00USD Tax 0.00USD Gross Price 580.00 USD Partner Information - × Number Name Street House Number PostCode City Telephone Fax E-mail Partner Sold-to Party 259 UNITED STATE. 259 31905 Ship-To Address Fort Benning Fort Benning Columbus

Step 3d. Create E-Invoice



Scroll down to enter payment terms for discounts offered if included on awarded contract.

If Quantity or Net Value is incorrect, "Cancel" and do not send invoice.

Go back to "Cancel ASN" and notify Acceptor to reject.

Must "Create ASN" again for the corrected quantity delivered, then submit a matching invoice.

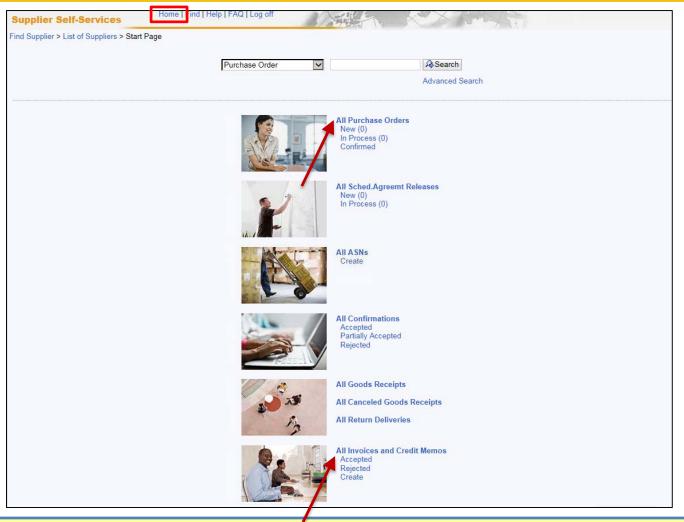
Step 3e. Create E-Invoice

Info: Your changes have been ad splay Invoice: 500000940	lemo Display Document Flow 🕒 Print Download	Verify m indicate	essage show s a successfu low warning messa	n at the top o I posting.	
General Information					E ×
Basic Data			Terms of Payment		
Number:	INV-236742	1	Payment in Days	Discount in %	
Name:	W9124C17C0043		30	0.000	
Date:	05/18/2017		0	0.000	
External Reference No.:	470000035		0		
Status:	Document Sent				
Status (New):	Document Sent 👻				
Jnplanned Delivery Costs:	0.00	USD			
3e. SUS no	otification to Accepto	or and invoic	e submission	now complete	e.
Email acceptor Nightly backgrou Acceptor should	ted by Customer" means with any required attach nd job notifies acceptor to post acceptance (or reject ceptance should be receiv	ments. accept submitte tion) within 7 day	d ASN. s per the DFARS.	'Display Docum	ent Flow"

(see examples - <u>Slide # 36</u> and <u>37</u>).

Verify Documents Posted Check Payment Status Printing & Saving SUS Documents Create Credit Memo to Cancel Invoice

Verify Documents Posted



Select "Home" Select "All Invoices and Credit Memos" to view listing of documents and status Select "All Purchase Orders" to view listing of PO documents

Display Document Flow

Find Supplier > List of Suppliers > Start Page > List of Purchase Orde	ers > Display Purchase Order > Display Confirmation > Displa	y Invoice	9					
Info: Your changes have been adopted successfully								
Display Invoice: 5000000931								
Set Status Create Credit Memo Display Document Flo	w Brint Download							
Communication and Collaboration								=
General Information								= ×
Basic Data					Terms of Payment			
Number:	500000931				Payment in Days		Discount in %	
Name:	W37HES16D04112016				30		0.000	
Date:	08/02/2016				0		0.000	
External Reference No.:	4550000437				0			
Status:	Document Sent							
Status (New):	Accepted by Customer 🔹							
Unplanned Delivery Costs:		0.00	USD					
		Z,				B		
Purchasing Vendor	Invoicing Party		Period of Performance from Date		Performance to Date			
SUSQ0411	SUSQ0411		04/01/2017	04/30/2017				

Supplier Self-Services	Home Find Help FAQ Log off	A Still Contraction	- All		1 Hills
ind Supplier > List of Suppliers > Start F	Page > List of Purchase Orders > Display	/ Purchase Order > Display Document Flow			
Ocument Flow					
					Ba
Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	100000971	W37HES16D04112016	04/11/2016	Confirmed	1,516.65 USD
Shipping Notif.	300000731	W37HES16D04112016	04/11/2016	Sent	0.00
Invoice	500000791	W37HES16D04112016	04/11/2016	Document Sent	1.11 USD
Confirmation	4000002171	W37HES16D04112016	04/11/2016	Accepted by Customer	3.00 USD
Invoice	500000792	W37HES16D04112016	04/11/2016	Document Sent	3.00 USD
Goods Receipt	400002172	W37HES16D04112016	94/11/2016	New	1.11 USD
Shipping Notif.	300000942	W37HES16D04112016	08/02/2016	Sent	0.00
1	500000000	W97UE040D04440040	00/00/0040	D 10 1	USD

NOTES:

Lists all documents posted against the PO.

If document status "**In Process**", document is **NOT** sent, but saved in SUS for later submission or cancellation. If no documents are shown, ensure "army.mil" is added to Internet Explorer > Compatibility View Settings. To refresh, select Home > Display All Purchase Orders, select PO and "**Display Document Flow**".

SUS "Check Payment Status"

Select Invoice from listing to Display Invoice. Scroll down and select "Check Payment Status" for real-time status.

	Terms of Payment								
	Date	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
н	B Payment may not yet have been Check Payment Status	made							

Invoice will show "Submitted" with GFEBS document number in the "ECC FI Document" field

Payme	nt Status								
Date	Invoiced Amou	nt Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
03/05/2012	2,485.95 USD	2,485.95 USD	Open	5105601751	Submitted				
Check Pay	yment Status								

After certified for payment and disbursed, SUS "Invoice Pymt Status" field will show "**PAID**" with date and EFT payment reference/TRACE number

Terms of Paym	Terms of Payment										
Date	Invoiced Amount	Paid Amount	Status	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No		
03/05/2012	2,485.95 USD	2,485.95 USD	Paid	5105601751	PAID	03/05/2012	08881234				
Check Payr	ment Status							·			

Printing or Saving SUS Documents (Optional)

Select "Print	" to view/save	a PDF of	f your shi	pping doc	ument	or invoice	;	
Supplier Self-Services	Home Find Help FAQ Log off	THE A	K X BIL	A .				SAP
Find Supplier > List of Suppliers > Start Pag	ge > List of Purchase Orders > Display Purchas	se Order > Display Documen	t Flow > Display ASN					
Display ASN: 3000000942								
Create Invoice	ent Flow 🗁 Print Download							
General Information								=
Basic Data				Delivery Information				
Number:	300000942			Delivery Date (Expected):		08/02/2016	08:00	
Name:	Jame: W37HES16D04112016		Shipping Date:			08/02/2016		
Date:	08/02/2016		Means of Transport:			\sim		
Status:	Sent			Transport ID Code:				
				Bill of Lading:				
Item Overview								
Number CLIN	SLIN	ACRN	Product	Description		Quantity	Purchase Order No.	Purchase Order Item
10 0001	AB	AA		160411 SU	IS Item	4 each	4550000437	10
Partner Information								
Partner Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party 259	UNITED STATE							
Ship-To Address 259	8 PO BN B CO ABN P	BLDG J 2050 COOK ST		28310-5000	FT BRAGG			

				-
Do you want to open or save susdoc.zip (1.99 KB) from sapqr4ci.gfebs.altess.army.mil?	Open	Save 🔻	Cancel ×	

susdoc						_	Б К				
Search susdoc 🗸 🚺 • Microsoft • Windows • Temporary Internet Files • Content.IE5 • TVAKNSIO • susdoc 🔹 🔯 Search susdoc											
Organize 🔻 Extract all files					:==	- 🗔	•				
🔆 Favorites	Name ^	Туре	Compressed size	Password p	Size						
E Desktop	ASN_300000942	Adobe Acrobat Document	4 KB	No			9 KI				

SA	?
	®

Supplier Inc. 5555 Kingstowne Village Parkway ALEXANDRIA VA 12345 USA

Shipping notification

Information		
Description:	W37HES16D04112016	
Shipping notification n	umber:	3000000942
Date:	08/02/2016	
Contact person:	Supplier Inc.	
Telephone:	123-123-5678	
Fax:		
E-mail:	supplier@mail.mil	

Ship-to address UNITED STATE 000000259 USA

Delivery information Bill of lading Means of transport

08:00:00

Delivery date 08/02/2016

Delivery time

Shipping notification details

Item	Product number Description	Product type	Revision level	Quantity	Unit	
	Order number/item	Supplier product no.				
10	160411 SUS I	tem Material		4	EA	
	4550000437/0000000010					

Transport ID

Shipping date

08/02/2016

Example of PDF ASN

Creating a Credit Memo to Cancel Invoice

Display Invoice and select "Create Credit Memo" to cancel an invoice

Status Create Credit Memo Display D	ocument Flow BPrint Download	
Communication and Collaboration		
General Information		
Number:	500000932	
Name:	W37HES16C0324	
Date:	08/02/2016	
External Reference No .:	4550000600	
Status:	Document Sent	
Status (New):	Accepted by Customer 👻	
Unplanned Delivery Costs:		0.00 USD
		e,
Purchasing Vendor	Invoicing Party	
SUSQ0407	SUSVENFH1	

Sequential Number will default. Change to original invoice number + "CM" e.g., 500000932-CM, 1A234-1000-CM, etc.

Select "Send" to send Credit Memo to DFAS A/P to clear against the invoice

SUS Support Contact Information

For Technical SUS help, contact the GFEBS Helpdesk: army.gfebs.helpdesk@mail.mil or 866-757-9771

SUS Pilot Support team: usarmy.pentagon.hqda-asa-fm.mbx.sus@mail.mil

WAWF Vendor History Folder & Notification

WAWF Vendor History Folder

WAWF vendor folder is updated hourly Will show Invoice status "**Processed**" meaning posted in Accounting & Entitlement system Will show Receiving Report status as "**Submitted**"

Wide	lide Area Workflow 5.2																		
<u>U</u> ser	Vendor Do	cumentation <u>L</u> ook	up Logout																
Vend	Vendor Documents from Active Folder for WWWW (2 items, sorted by Contract Number)																		
Item	System	Туре	Vendor (Payee)	DUNS	DUNS+4	Ext Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge Re	call Void	Pack/Transportation	Invoice Number	Submitted	Received	Status
1	GFEBSP2P	Invoice	****	*****		XXXXXXXXXXX							1			<u>5000000100</u>		2012-03-06	Processed
2	GFEBSP2P	Receiving Report	XXXXX	***		XXXXXXXXXX		<u>400000233</u>	2012-03-06			Submitted							

WAWF Receiving Report status updated "Accepted" when Acceptor posts in GFEBS

Wide	Area	Workfl	ow 5.2	
wide.	AlGa	WOINI	UW 3.2	

User Vendor Documentation Lookup Logout

Item	System	Туре	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	GFEBSP2P	Receiving Report	XXXX	XXXXXXX			XXXXXXXXX		400000233	2012-03-06		2012-03-06	Accepted

Within approximately 1 hour, should receive E-Mail from WAWF providing Confirmation

From: <u>RA2NOREPLY@ecedi.nit.disa.mil</u> [RA2NOREPLY@ecedi.nit.disa.mil] Sent: Tuesday, March 06, 2012 12:59 PM To:

Action System: GFEBSP2P

Document Type: Receiving Report

Acceptance Date: 2012-03-06T00:00:00.000 0000

Processed Date:

Delivery Order:

Vendor CAGE Ext: XXXXXX

Shipment Number: 400000233

Shipment Date:

Invoice Number:

Invoice Date:

Has been Accepted on . Status is Accepted.

Thank you for your prompt attention.

Access the site at https://python.nit.disa.mil

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

E-Mail from WAWF to vendor showing Invoice Posted in WAWF History

Action System: GFEBSP2P

Document Type: Invoice

Acceptance Date:

Processed Date:

Delivery Order:

Vendor CAGE\Ext: XXXXX

Shipment Number:

Shipment Date:

Invoice Number: CAGE-123456

Invoice Date: 2012-03-06

Has been Processed on . Status is Processed.

Meaning posted in the Accounting & Entitlement system

Thank you for your prompt attention.

Access the site at https://python.nit.disa.mil

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Step 1b.Reject Lines Fully Invoiced in WAWF

Purchase Orde	r: 4550000600	12.76	- Click "Se	eject" end"	(RED	X) in It	em C	O were ful overview s nowledge/	ection b	elow fo	r each c	losed C	LIN	
Basic Data										Terms of Payme	nt			
Purchase 0	Dardara ID:									Payment in Days		Discoun	tin %	
	Jidel ID.		4550000600							30		2.5004		
Number:			1000001190											
Name:			W37HES16C0324											
Date:			08/01/2016							Terms of Deliver				
Status:			In Process							Incoterm Location				
Follow-On	Documents:													
0	chase Shippin rder ponse	g Notif. Goods Recei	pt Invoice	Red 2	X to "F	Reject"								
Item Over	view													
Confirm Al	I Items 🕵 Reject	All Items 🕼 Reset A	II Items											
Number	CLIN	SLIN	ACRN			Status	Product	Short Text	PO Quantity	Purchase Order	. Confirmed Qua	Unit of Measure	Required on	Confirmed for
10	0001	AA	AB	0	Q	In Process		Knee Pads	4,000 each	4,000.00 USD	4,000	each	09/19/2016	09/19/2016 👘
20	0002	AB	AB	0	୍ଷ ଭ	In Process		Elbow Pads	3,000 each	1,500.00 USD	3,000	each	09/19/2016	09/19/2016 🖻
30 0003 AC AB 🎯						In Process Helmet Covers 1,000 each Net Value (Unconfirmed Items) Net Value (Confirmed Items) Net Value (Total of all Items)				7,			09/19/2016 09/19/2016 0 000.00 USD 0.00 USD 000.00 USD	
Partner In	formation													
				0		the set blood	1.		07			-		
Partner Sold-to Partv		Number 259	Name UNITED STATE	Street		House Number	ŀ	PostCode	City	Telepho	one	Fax	E-mail	
Ship-To Addr		259	384 TC TM REAR HD	BLDG 1610 F	PATCH ROAD		2	3604-5000	FORT EUSTIS					